



DDA 89-0389
7 March 1989

MEMORANDUM FOR: See Distribution

FROM:



Executive Assistant to the DDA

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SUBJECT: Transactional Costs

1. Our next meeting will be on 14 March 1989 from 0900-1100 in the DDA conference room, 7D32.

2. Attached are: a) the agenda, b) the next draft report on the transactional cost items, c) a list of the transactional cost items which remain to be completed by the end of April, d) a copy of the delegation of authorities list with the current action/status situation, and e) copies of the drafts/suggestions for the Services Directory which I have received to date.

3. Please review the draft transactional cost report and provide your comments at the 14 March meeting. After that date I will forward it to the DDA for his signature.

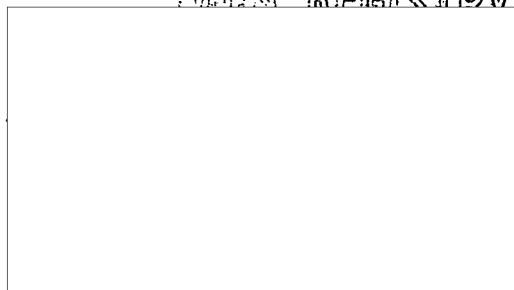
4. Please review the remaining transactional cost items, and those who have action should be prepared to discuss the action/status at the meeting on 14 March.

5. Please review the delegation of authorities list and be prepared to discuss: a) the value of pursuing, and b) if worth pursuing, an action plan and due date.

6. With regard to the Services Directory, my sense at this point is that our emphasis should be on the "How To" and "User Friendly" aspects for each office/DD rather than a lengthy line-item listing. I also request that you treat these drafts as SENSITIVE since, in some instances, they have not yet been coordinated with senior management.

7. Looking forward to seeing you.

DDA REGISTRY



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AGENDA FOR TRANSACTIONAL COST

14 MARCH 1989

7D32 OHB

1. Transactional Task Force Report and Items to do
2. Services Directory
3. Delegations of Authority

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DDA 89-0289

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Comptroller
Director of Training and Education

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Reducing Transactional Costs

Attached for your information and review is the third interim report from the Directorate of Administration's Transactional Costs Task Force. The task force has now examined and has taken action on 63 of the 69 issues you submitted. As you will note, we have again made modifications to procedures in several areas and have plans to do the same in some others. There are also issues/areas which, after examination, do not lend themselves well to change in procedures at this time. If you have any questions about this report, please give my Executive Assistant, [redacted] on [redacted] or me a call.

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R. M. Huffstutler

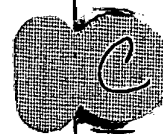
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LIST OF TRANSACTIONAL COST ISSUES
REMAINING FOR FEBRUARY TO APRIL 1989

| <u>OFFICE</u> | <u>ISSUE</u> | <u>REQ COORD</u> | <u>TIME FRAME FOR COMPLETION</u> | | | |
|-------------------------------|--|------------------|----------------------------------|------------------|------------------|------------------|
| | | <u>WITH</u> | <u>MAY - JULY</u> | <u>AUG - OCT</u> | <u>NOV - JAN</u> | <u>FEB - APR</u> |
| <u>INFORMATION TECHNOLOGY</u> | | | | | | |
| | 1. Automate or modify forms for use on word processors. Explore on-line coordination. | | | | | X |
| | 2. Have the Agency phone book put on-line with updating by components as changes occur. | | | | | X |
| <u>PERSONNEL</u> | | | | | | |
| | <u>Leave</u> | | | | | |
| | 3. Delegate authority to approve 240 hours advanced sick leave to the office director in coordination with Office of Medical Services. | OMS | | | | X |
| | <u>Other</u> | | | | | |
| | 4. Review the space limitation for vacancy notices to enable them to be less cryptic. | | | | | X |
| | 5. Decrease the time delay in making payments to <u>independent contractors</u> . | | | | | X |
| <u>LOGISTICS</u> | | | | | | |
| <u>ALL DA - OFFICES</u> | 6. Develop a quick reference directory for Agency usage which identifies key services with their points of contact. | | | | | X |



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OFFICE OF Logistics

SERVICES NEEDED FROM OTHER DIRECTORATE OF ADMINISTRATION COMPONENTS

Telephone

- Installation

- Repair

Computers

- Security (ISSG)

- Mainframe terminals

- Personal Computers

- Wang

- Trouble Desk

- Local Area Networks

- Bar Coding

- Software Store

Medical

- Emergencies

- Immunizations

- Physicals

- Allergy Shots

- Safety

- Overseas Medical Benifits

Retirement Counseling

Insurance

- Health insurance options and open season information

- Life insurance coverage

- How to make a claim

- Follow-up on claims

Voluntary Investment Program

Thrift Savings Plan

Agency Reserve Program

FELO Services

Domestic Relocation Assistance Program

Travel

- Passports, Visas, TDY, PCS

Training -

- CT Programs

Vacancy Notices

Cables

Dispersing

Payroll

Leave questions

Equal Employment Opportunity

Credit Union

Map Services

Security

- Communication

- Safes

- Computers

- Physical

- Escort

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